Appendix II

(Superseding and replacing Appendix V to PN 1/2026)

Application Checklist

(insert Lot No. here)

A. Information / Documents that must be attached:

(i) Duly completed compliance checklist demonstrating and confirming the extent of compliance with the obligations under lease together with copies of documentary proofs from the relevant bureaux / departments giving the respective approval / consent and advice / confirmation on the extent of compliance with the relevant lease conditions as shown in the compliance checklist ☐

(ii) Letter from the Authorized Person confirming that the Development has been built in accordance with:

- the full set of the latest general building plans approved by the Building Authority vide letter(s) dated *[to be inserted]* and approved by the Lands Department vide letter(s) dated *[to be inserted]*; or ☐

- the full set of the latest general building plans approved by the Lands Department vide letter(s) dated *[to be inserted]*, except for the amendments shown in the general building plans amendment submission(s) approved by the Building Authority on *[to be inserted]*. The said amendment submission(s) was submitted to the Lands Department on *[to be inserted]* and is pending Lands Department's approval; or ☐

- the full set of the latest general building plans approved by the Building Authority vide letter(s) dated *[to be inserted]* and a set of the said plans was submitted to the Lands Department on *[to be inserted]* and is pending Lands Department's approval ☐

(iii) Letter together with the final survey report and Survey Record Plan from the Authorized Land Surveyor certifying that there is no ☐

encroachment onto any Government land upon completion of the Development

(iv) Copy of Occupation Permit and Certificate of Completion (where applicable) ☐

(v) Copy of approval letter(s) issued by the Lands Department for the set of the latest general building plans for the Development approved by Lands Department referred to in (ii) above (except where the full set of the latest general building plans approved by the Building Authority for the Development is pending the Lands Department's approval) ☐

(vi) Payment record of Government rent up to the application date or the last quarter ☐

B. Information / Documents that will facilitate the processing of the application:

(i) All sums payable and due under the lease conditions have been settled (unless such sums are not yet due for payment) ☐

(ii) Soft copies (in portable document format (pdf)) of general building plans approved by the Building Authority under the Buildings Ordinance upon issuance of the Occupation Permit ☐

(iii) Any other information / documents considered appropriate ☐

Notes:

1. Please put a tick in the relevant box if applicable.

2. The information and documents should be submitted alongside the submission of the application for the Certificate of Compliance. The Lands Department reserves the right to require the applicant to provide additional supporting document(s) to facilitate processing of the application and the applicant shall provide such document(s) within such time as may be required by the Lands Department.